



City of Northfield

City Hall
801 Washington Street
Northfield, MN 55057
ci.northfield.mn.us

Meeting Minutes - Draft Planning Commission

Thursday, September 16, 2021

6:00 PM

Council Chambers

CALL TO ORDER AND ROLL CALL APPROVAL OF AGENDA

Chair Gasior called the meeting to order at 6:03pm.

Vice Chair Buckheit made a motion to add 3 additional items to the end of the agenda. (Communications, Role of Planning Commission and Work Plan) All in favor. Motion carried.

Commissioner Heisler made a motion to remove item #5 from the agenda. Motion fails due to lack of second.

A motion was made by Commissioner Kuhlmann, seconded by Commissioner Schroeer, to approve the agenda as amended. The motion carried by the following vote:

Yes: 7 - Gasior, Heisler, Siems, Schroeer, Buckheit, Nowak, and Kuhlmann

ALSO PRESENT

City Planner Mikayla Schmidt, Community Development Director Mitzi Baker, Administrative Associate Kari Bonde. Youth Rep: Sofia Chihade.

APPROVAL OF MINUTES

1. [21-532](#) August 26, Special PC Meeting Minutes

Attachments: [08-26-2021 PC Minutes - Special](#)

A motion was made by Commissioner Buckheit, seconded by Commissioner Schroeer, to approve the August 26, 2021 Special PC minutes as amended. Commissioner Nowak will be removed from the Roll Call and votes as he was not in attendance. The motion carried by the following vote:

Yes: 7 - Gasior, Heisler, Siems, Schroeer, Buckheit, Nowak, and Kuhlmann

2. [21-533](#) August 19, 2021 PC Meeting Minutes

Attachments: [08-19-2021 PC Minutes final](#)

A motion was made by Commissioner Buckheit, seconded by Commissioner Siems, to approve the August 19, 2021 PC minutes. The motion carried by the following vote:

Yes: 7 - Gasior, Heisler, Siems, Schroeer, Buckheit, Nowak, and Kuhlmann

PRESENTATIONS

3. [21-534](#) Presentation Regarding Draft Sustainable Building Policy.

Attachments: [1 - Northfield SBP Stakeholder Handout 7 21 21](#)
[2 - Northfield SBP Proposed Policy presentation](#)

Beth Kallestad, Program Coordinator introduced Katie Jones, consultant for Center for Energy and Environment. Katie is helping the City draft a Sustainable Building Policy.

Katie Jones, gave a power point presentation noting other cities who have adopted Sustainable Building Policies, what is involved, went over specifics, reviewed Financial Incentives, ratings system, and examples. It is for both new construction and renovations/additions. She review barrier/concerns and solutions/benefits. Katie answered questions from Commissioners.

George Zuccolotto arrived at 6:25pm.

NEW BUSINESS

4. [PC M2021-034](#) Conditional Use Permit for 1MW Community Solar Garden for SV CSG Northfield, LLC.

Attachments: [1 - Resolution](#)
[2 - Location Map](#)
[3 - Memo from SunVest Solar](#)
[4 - Preliminary Site Plan](#)
[5 - Wildlife Corridor Paths](#)

City Planner Mikayla Schmidt introduced this item noting the updated conditions for the CUP.

Patrick Dalseth with Sunvest Solar, gave a brief presentation of updates to the CUP.

A motion was made by Commissioner Schroeer, seconded by Commissioner Siems, to amend the motion to include increasing the years from 25 to 35 in the conditions within the Resolution. The motion carried by the following vote:

Yes: 5 - Heisler, Siems, Schroeer, Nowak, and Kuhlmann

No: 2 - Gasior, and Buckheit

5. [PC Res. 2021-002](#) Consider a Resolution Regarding the Development Program for the Southbridge Development District and Tax Increment Financing (TIF) Plan for the Kraewood TIF District.

Attachments: [1 - Resolution](#)
[2 - Apartment Location Aerial 07 19 21](#)
[3 - Tax Increment Financing for Housing Information](#)

Community Development Director Mitzi Baker gave a power point presentation on this

item and answered questions posed by the Commissioners.

Meeting went into recess at 8:17pm.

Chair Gasior called the meeting back to order at 8:24pm.

A motion was made by Commissioner Heisler, seconded by Commissioner Buckheit, to approve that the Planning Commission acknowledges the receipt of the program in plan and finds that the program in plan are consistent with the Comprehensive Plan. The motion carried by the following vote:

Yes: 4 - Gasior, Heisler, Buckheit, and Kuhlmann

No: 2 - Siems, and Schroeer

Recused: 1 - Nowak

Discussion regarding Quasi-Judicial Decisions and Ex-Parte
Communications memo

Commissioner Buckheit introduced this item asking the Commission for a discussion regarding the Planning Commission Quasi-Judicial Decisions and Ex-Parte Communications Guidance memo. She noted she would like to make sure that the PC knows their role in communicating with the public and that they all know what is appropriate. Commissioners were in favor of having a discussion at another meeting.

Discussion regarding Administrator Martigs comments/concerns about the
PC Kraewood Memo to City Council

Commissioner Buckheit would like a discussion regarding City Administrator Martig's comments/concerns about the PC Kraewood Memo to City Council. She stated she would like clarity on what is expected of the Planning Commission, how they are to translate information & get a better description

of what the Planning Commission does.

Work Plan Discussion

Commissioner Buckheit noted she would like a Work Plan discussion added to the upcoming agenda list. Chair Gasior noted that Administrator Martig was on an agenda a few months ago and they never got to his item but would like to see him put back on the schedule. Commissioner Heisler noted she would like to see a Future Meeting Schedule added to the agenda.

REPORTS FROM COMMISSION MEMBERS AND CHAIR

Commissioner Schroeer: wants to let everyone know that he has the Planning Commission in his best interest and read a short paragraph from the Planning Commissioners Journal. Mentioned having a third party facilitator for upcoming PC agenda items.

Chair Gasior: Board and Commission Training coming up on Oct. 27 at 5:30pm.

STAFF UPDATES

City Planner Mikayla Schmidt noted upcoming items going to City Council.

Community Development Director Mitzi Baker noted we have received a certificate of appropriateness for the Archer House.

ADJOURNMENT

A motion was made by Commissioner Heisler, seconded by Commissioner Nowak, to adjourn the meeting at 8:57pm. The motion carried by the following vote:

Yes: 7 - Gasior, Heisler, Siems, Schroeer, Buckheit, Nowak, and Kuhlmann